

# REQUEST FOR LETTERS OF INTEREST AND STATEMENTS OF QUALIFICATION

## A/E Consultant Services

Submittals due 2:00 pm PST, Friday, October 6, 2006

The City of Seattle Fleets and Facilities Department (FFD) seeks consultant architect and engineer (A/E) teams to provide professional services for eight fire station projects located in the SODO, Mount Baker, Rainier Beach, Crown Hill, High Point, Ravenna-Bryant, Lake City, and Magnolia neighborhoods. A consultant team will be selected for each project. A team may be selected for multiple projects.

- Fire Station 14:** Existing Historic Facility - Major renovation, addition, and seismic upgrades
- Fire Station 30:** Replacement on Expanded Site
- Fire Station 33:** Existing Facility - Moderate interior remodel, minor addition and seismic upgrades
- Fire Station 35:** Replacement on Existing Site
- Fire Station 37:** Replacement on New Site
- Fire Station 38:** Replacement on New Site
- Fire Station 39:** Replacement on Existing Site
- Fire Station 41** Existing Historic Facility - Major renovation and expansion

Fire Stations 14 and 41 are renovations of historic landmark buildings; therefore, the projects will be reviewed by the City's Landmarks Preservation Board during design. Fire Stations 30, 35, 37, 38, and 39 will be reviewed by the Seattle Design Commission at various design phases of the project.

Prototype station concepts and operational programming for each project are complete. Seismic surveys have been completed. Program goals are to seismically upgrade and modernize every fire station to ensure operational requirements are met and all apparatus can be deployed at any fire station at any time. Station improvements will maintain or improve firefighter response times to neighborhood response areas.

A *City of Seattle Fire Station Universal Programming Manual* is in development and is intended to include detailed descriptions of the City's universal fire station programming requirements, how the City's fire stations should be organized, and the general standards the City has adopted regarding its fire stations. The manual will be available by the time any of the consultants hired in this round begin pre-design work. Individual station interior functional planning will be required, in addition to architectural design work.

### **Program Background and Description:**

In 2003, 69% of the citizens of Seattle voted to approve the Fire Facilities and Emergency Response Program (FFERP), designed to improve and upgrade the entire fire and emergency response system in Seattle. This 9-year program will seismically strengthen stations and standardize and enhance station-to-station functionality for firefighter operations and equipment storage.

### **Project Descriptions:**

\*\*\*In an effort to afford all interested parties equal access to information and to prevent interference with emergency operations, anyone pursuing projects under this program is **expressly prohibited** from venturing onto station sites, entering fire stations or contacting any members of the Seattle Fire Department. Failure to observe this prohibition will result in disqualification.\*\*\*

**Fire Station 14:** Located in the SODO neighborhood at 3224 Fourth Avenue South, FS14 was built in 1922, is a historic building and will become a Battalion station. It is the only station without an engine company, but it houses one ladder unit (L7) and an aid unit (A14). The station is also home to the department's Technical Rescue Team, which helps respond to dive/confined space/rope/trench/tunnel/heavy rescue incidents. Because the station sits in a potential liquefaction zone, it is possible the foundation could become unstable in the event of a major earthquake. Therefore, as part of the seismic retrofit to this building, engineers will evaluate the desirability of upgrading the existing piling foundation. With training operations moving to the new Joint Training Facility, this project will remodel the old training space for apparatus bay support and storage in a manner that does not detract from the historic character of the original structure. The interior crew spaces will also be renovated. Total project estimated cost is \$9.5 million and includes the cost of an interim facility (work not included in project). Construction is expected to start in 2009, with construction completion, building commissioning and tenant move-in scheduled for 2010.

**Fire Station 30:** Located in the Mount Baker area at 2931 Mt. Baker Blvd. S., FS30 was built in 1949 and operates one engine (E30) and one reserve engine. At 50 years of age, the station has reached the end of its design life and will be demolished and rebuilt on its expanded site. The station's square footage will be more than doubled to 8,178 square feet due to a small expansion of the building's footprint and its expected design as a two-story building. Total project estimated cost is \$6.6 million and includes the cost of an interim facility (work not included in project), but excludes the costs of land acquisition (to be accomplished by the City). Construction is expected to start in 2009, with completion, building commissioning and tenant move-in scheduled for 2010.

**Fire Station 33:** Located at 9645 Renton Ave. S. and built in 1971, FS33 is one of the newer stations in the system. It is in basically good condition, but requires some minor seismic and safety upgrades and bracing. The project will add 1,200 square feet for decontamination (currently performed at FS28), work space, and bunker gear and other storage. FS33 will continue to house a primary and a reserve engine. Total project estimated cost is \$2 million and includes the cost of an interim facility (work not included in project). Construction is expected to start in 2008, with construction completion, building commissioning and tenant move-in scheduled for 2009.

**Fire Station 35:** Located in the Crown Hill area at 8729 15<sup>th</sup> Ave. NW, FS35 was built in 1920 and will be demolished and replaced on its current site. The new station is planned to be 9,384 square feet and will house one engine company (E35), a reserve engine, and a reserve medic unit. The new apparatus bay support area will be sufficient to accommodate decontamination equipment, crew preparation, and vehicle maintenance functions. Crew quarters are expected to be located on the new building's second floor. Total project estimated cost is \$6.5 million, including the cost of an interim facility (work not included in project). Construction is expected to start in 2009, with completion, building commissioning and tenant move-in scheduled for 2010.

**Fire Station 37:** Located in High Point at 7300 35<sup>th</sup> Ave. SW, FS37 is a historic station built in 1925. Since it was determined any attempt to expand FS37 would undermine its historic

character, the station will be replaced with a new 8,178 square foot station on a new site at the southeast corner of 35<sup>th</sup> Ave. SW and SW Holden Street. FS37 houses one engine company (E37) and a reserve engine and will include bay space for two regular apparatus, decontamination/clean room, maintenance area, battery charging alcove, compressor, storage for major disaster supplies and EMS equipment, hose dryer and storage alcove, as well as administrative and crew areas. Total project cost is \$6.4 million. Construction is expected to start in 2009, with completion, building commissioning and tenant move-in scheduled for 2010.

**Fire Station 38:** Located in the Ravenna-Bryant neighborhood at 5503 33<sup>rd</sup> Ave. NE, FS38 is the smallest fire station in the City. Since it was determined any attempt to expand FS38 would undermine its historic character and disrupt the surrounding residential zone, the station will be replaced with a new 8,178 square foot station on a new site at the corner of 40<sup>th</sup> Ave. NE and NE 55<sup>th</sup> Street. The new station will continue to house one engine company (E38) and will provide the full complement of services typical of a new facility suitable to meet modern demands. Total project cost is \$6.4 million. Construction is expected to start 2009, with completion, building commissioning and tenant move-in scheduled for 2010.

**Fire Station 39:** Located in Lake City at 12705 30<sup>th</sup> Ave. NE, FS39 was built in 1949. The station is in poor condition due to its age and type of construction and will be replaced with a new 10,440 square foot station on the existing site. The new station will provide adequate space for the existing engine company (E39) and reserve engine. Total project cost is \$9.1 million, including the cost of an interim facility (work not included in project). Construction is expected to start in 2009, with completion, building commissioning and tenant move-in scheduled for 2010.

**Fire Station 41:** Located in the Magnolia neighborhood at 2416 34<sup>th</sup> Ave. W., FS41 is a historic station built in 1949. FS41 houses one primary engine company (E41), as well as a historic engine, which is not in service. The renovated and expanded station (growing to approx. 6,460 square feet), will have bay space for one apparatus, decontamination/clean room, maintenance work area, battery charging alcove and compressor, storage for major disaster supplies and EMS equipment, a hose dryer and storage alcove, as well as administrative and crew areas. Total project cost is \$3.7 million, including the cost of an interim facility (work not included in project). Construction is expected to start 2009, with completion, building commissioning and tenant move-in scheduled for 2010.

It is the intent of the Fleets and Facilities Department (FFD) to achieve the U.S. Green Building Council's Leadership in Energy and Environmental Design's (LEED) Silver rating for all rebuilt and major renovation projects over 5,000 square feet, which is the City's standard for environmentally sustainable design. Every attempt will be made to integrate sustainable design in the minor interior remodel projects in the spirit of the City's sustainable building policy and goals.

Construction documents produced for these projects are required to conform to new CSI (Construction Specifications Institute) "Masterformat" 2004 edition specifications. Additional information can be found at [http://www.csinet.org/s\\_csi/sec.asp?TRACKID=&CID=1377&DID=11339](http://www.csinet.org/s_csi/sec.asp?TRACKID=&CID=1377&DID=11339).

For further program and station information, please refer to the FFERP website: <http://www.cityofseattle.net/fleetsfacilities/firelevy/default.htm> .

### **Scope of Services:**

Consultant teams, including subconsultants, will provide basic architectural, engineering and planning services to design the work, develop documents for bidding and construction, and administer the construction and completion of the project. Services may include, but are not limited to:

1. Review existing documents and site conditions to ensure all necessary site/facility information is complete and available prior to design commencement.
2. Identify and complete any outstanding studies required prior to commencement of design, especially with regard to land use, zoning or City-identified community issues that may affect proposed work.
3. Verify program and provide preliminary budget and schedule.
4. Present design to elected officials, Seattle Fire Department, City Leadership teams, Seattle Design Commission, Landmarks Board and relevant community groups at the direction of the City.
5. Provide cost estimates for each design phase.
6. Quality and cost control, internal value engineering.
7. Coordinate with all applicable municipal, state and federal regulatory agencies.
8. Assist in obtaining all permits as required including, but not limited to, MUP, SEPA, and EIS if required.
9. Bid Assistance and evaluation.
10. Construction Administration.
11. Develop signage.
12. Coordinate plans with City of Seattle staff with regard to data and telecommunications, building commissioning, maintenance and operations, and public information.
13. Develop FF&E (Furniture, Fixtures and Equipment) budget and inventory.
14. USGBC application for LEED certification and associated submittals if applicable.
15. Warrantee consultation.

Scope of work does not include relocation of fire station companies to temporary quarters, or the accompanying tenant improvements to such facilities.

### **Pre-Submittal Meeting and Outreach / Networking Conference :**

Per SMC Ch. 20.42 and RCW 35.22.650, a Consultant Outreach Plan will be required of all successful Prime Consultants.

A pre-submittal meeting for potential prime- and sub-consultants will be held at **10:30 AM Friday, September 15** in the Washington Mutual Foundation Meeting Room 1, Level 4 of The Seattle Public Library, located at 1000 Fourth Avenue. At the Pre-Submittal Meeting, the City will provide an overview of these upcoming projects, and give interested firms an opportunity to ask questions about the projects or selection process. The sign-in sheet, as well as the questions and answers from this session, will be summarized in writing and posted to the Fire Facilities Web site at <http://www.cityofseattle.net/fleetsfacilities/firelevy/default.htm>.

The pre-submittal meeting will be immediately followed by the Outreach Networking Conference, commencing at **11:30 AM Friday, September 15** in the Washington Mutual Foundation Meeting Room 1, Level 4 of The Seattle Public Library, located at 1000 Fourth Avenue. The Outreach Networking Conference is optional, but highly recommended. The intent of the conference is to foster the development of professional contacts between potential prime- and subconsultants interested in pursuing any of the above projects. Consultants are encouraged to network to facilitate forming teams.

Consultants planning to respond as primes are encouraged to bring displays and any other information they wish to use to inform potential subconsultants about their capabilities and strengths. Tables will be made available and early access to the building at 10 AM will be allowed for setup (*note: the library opens at 10 AM*). Firms or individuals interested in teaming, or submitting separately should bring any information they want to share with potential primes, such as resumes and business cards. Primes please RSVP by calling or e-mailing Stacy Carter at the information given below if you would like to reserve a table or request easels; all others please indicate the number of persons who will be attending from your firm so we may prepare sufficient quantities of handouts.

**Schedule:**

Pre-Submittal Meeting & Outreach Conference: **10:30 AM – 12:30 PM Friday, Sept. 15**

Submittals Due: **2:00 PM Friday, Oct. 6, 2006**

Proposals screened & notification of interviews      October 9 - 20

Interviews      early-mid November

Award of Contracts:      late November 2006

**Consultant Qualifications:**

Consultants must demonstrate in the submittal documents their qualifications in the following areas:

1. Experience with projects of similar scale, construction type and function to the fire station projects listed in this RFQ. Experience with fire facilities is desirable but not essential. Experience designing renovations and or additions sensitive to historically significant structures is desirable for those firms pursuing work at FS 14 and FS 41.
2. Prime consultant and lead subconsultants must have previous experience providing services to public agencies. This experience must include lead involvement with public agency design review, permitting agencies, and community involvement processes.
3. Teams must identify specific tools and processes used for cost estimating, schedule and budget management. Explicitly identify the performance and accuracy of each process on three (3) recent public projects and/or projects performed in a rapidly changing construction climate. If the tools or processes did not initially yield acceptable results (to the Owner), describe the specific steps taken to obtain results that were accepted.
4. Prime consultants must describe the consistency, thoroughness, and effectiveness of their presentations, documents and submittals. Considerations may include whether or not a Prime is registered as a Consistently Prepared Applicant (CPA) with the City's Department of Planning & Development as well as a description of the processes and tools used to prepare review, permitting, bid, and other documents.
5. The team must have embedded in their firms a philosophy, design approach, and demonstrated practice of Sustainable Design, seeking to enhance both the environmental quality and long-term operational efficiency of their designs. The team must have at least one LEED Accredited Professional assigned to the project, who will be responsible for project submittal to the US Green Building Council on the awarded project.
6. Where applicable, team must provide a complete list of construction projects (last 5 years) in which the General Contractor made a claim that resulted in arbitration,

mediation or lawsuit. Consultant must indicate what steps it routinely takes to prevent and resolve claims and/or support Owner's efforts in claims resolution and how these steps were used on the listed projects.

7. The team must detail a communication and access plan that describes how the team will accommodate planned, unplanned and emergent situations that require the presence of team members in the City's offices or at the project site at no additional cost to the City.
8. Prime Consultant must provide a list of at least two (2) references each from clients, contractors and subconsultants that have worked with the Prime in the last 5 years, for a total of six (6) references. The list must include contact name, phone number, and address and name of project(s). Indicate how long the Prime has worked with each reference and in what capacity.

### **City Requirements:**

The Prime Consultant must be licensed to do business in the State of Washington and the City of Seattle.

The provisions of any contracts resulting from this selection process must be in full compliance with all applicable laws and ordinances regarding equal employment opportunity and affirmative action. The Prime consultants must meet the City's Equal Benefits requirements in order to be selected for these projects. Selected Consultant(s) will be required to complete and sign an Equal Benefits Compliance Declaration form and an Outreach Plan form prior to award of any contracts resulting from this solicitation.

The City expects to use the boilerplate terms and conditions posted to the Fire Facilities Web site at <http://www.cityofseattle.net/fleetsfacilities/firelevy/default.htm>. for the design contracts executed as a result of this RFQ. Primes are encouraged to review the City's terms and conditions prior to submitting.

Women- and Minority-owned firms, as well as small firms, are encouraged to apply.

The Consultant's performance will be evaluated by the City's Project Manager at the conclusion of the contract. The City's Consultant Performance Evaluation forms are available at the following Web Site: [www.seattle.gov/contract/pancc.htm](http://www.seattle.gov/contract/pancc.htm)

### **Insurance requirements:**

Prime consultant must be able to obtain Insurance coverage levels for each project as follows:

- \$2,000,000 Professional Liability
- \$1,000,000 Commercial General Liability
- \$ 500,000 Auto Liability
- Must provide Workers Compensation

### **Consultant Selection Process:**

The Fleets and Facilities Department will review and rate submittals to establish a short list of firms to interview for each project. A maximum of 4 teams will be selected to interview for any project. There will be one interview panel for the five new stations, and one interview panel for each of the other three stations. FFD intends to schedule interviews in early to mid November 2006 and will notify prospective teams of the project(s) for which they are being considered. Teams will have approximately 2 weeks to prepare for interviews.

Criteria rating used in evaluating submittals and qualifications will include:

1. Demonstrated experience by the project team that is relevant to projects pursued i.e., building typology, construction, historic value, renovation, remodel, new construction (criteria may differ according to project).
2. Experience providing services to public agencies.
3. Cost estimating, budget and scheduling management.
4. Demonstrated quality of documents and submittals.
5. Demonstration of sustainable practices, design and certification.
6. Effective resolution of construction disputes.
7. Communications and access plan.
8. References.

**Submittals:**

Submittals should be 8-1/2" x 11" in format, double-sided, and not more than 30 pages (60 surfaces including Statement of Interest, graphics and written information), excluding transmittal letter, covers or tabs. Letters should be brief and succinct. Submittals should include:

1. A short Letter of Transmittal and Statement of Interest. Teams may seek to be considered for any and all projects. Each submitting team must clearly identify the project(s) for which it wishes to be considered in its Statement.
2. A demonstration of quality and relevance of work with specific reference to design, historic sensitivity if applicable, sustainability, facility maintenance and operations.
3. A description of the specific qualifications of the team and individuals as they relate to the proposed project; include an organization chart for the project, including all sub-consultants.
4. Completed standard form 330 Architect-Engineer Qualifications (replacing forms 254, 255) listing recent projects, references for those projects, and summary résumés of staff members who would be assigned to the project. The names and roles of any proposed subconsultant firms should be clearly identified.
5. Specific information demonstrating fulfillment of the selection criteria noted under Consultant Qualifications.

Do not FAX or e-mail your submittal.

**Submit seven (7) copies by 2:00 p.m. PST, Friday, October 6, 2006 to:**

Stacy Carter, Capital Programs Division  
Fleets & Facilities Department  
PO Box 94689  
700 5<sup>th</sup> Ave., #5200  
Seattle, WA 98124-4689  
Phone: 206-684-7314  
[Stacy.carter@seattle.gov](mailto:Stacy.carter@seattle.gov)

Dates of Advertisement in the Daily Journal of Commerce:

August 24  
August 25  
August 29

